

**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, PUNE-I**  
**41/A, SASOON ROAD, ICE HOUSE, PUNE-411 001.**

F.No. 1/22-18/L&B/2011-12

Date:- 03.11.2011

**TENDER NOTICE**

Sub:- Quotations / Rates for hiring services for providing security services for ICE House, Complex, Pune.—Reg.

Sealed quotations are hereby invited from registered firms/ Companies engaged in business of Security services to provide security services at the ICE house, Complex, Pune for the period of one year i.e. from 01.12.2011 to 30.11.2012.

The tender document can be obtained from Superintendent (L&B), 2<sup>nd</sup> floor , 'D' wing office of the Commissioner, Central Excise, Pune-I Commissionerate, ICE House, 41/A, Sasoon road, Pune-411 001 on any working day between 09.30AM to 6.00PM. It may also be downloaded from website [www.punecenexcise.gov.in](http://www.punecenexcise.gov.in).

**The last date of submission of completed tender forms is 15.11.2011, before 1700hrs.** The technical bids will be **opened at 3.30PM on 17.11.2011** in the presence of representatives of interested firms, if they make themselves available at that time. Financial bids will be opened on later date which will be conveyed to the technically qualified firms.

It contains following documents:-

1. Term & Conditions – Annexure-I
2. Technical Bid – Annexure –II
3. Financial Bid (Proforma for quoting rates) - Annexure –III.

Interested agencies/ firms may inspect the premises and submit the detail in Annexure I, II & III. The technical Bid (Prequalification requirements Annexure-II) should be placed in one sealed envelope super-scribed as "Technical Bid" and Financial Bid (Proforma for quoting rates) - Annexure – III should be placed in another sealed envelope super-scribed as "Financial Bid". Both the sealed envelopes be placed in another sealed

cover super-scribing "**Quotations / Rates for hiring services for providing security services for ICE House, Complex, Pune**". The same should reach in the Land & Building Section, 2<sup>nd</sup> floor, office of the Commissioner of Central Excise, Pune-I, ICE House, 41/A, Sassoon road, Pune-411 001 by 1700 hrs. of 15<sup>th</sup> November, 2011.

**EARNEST MONEY DEPOSIT:** Earnest Money Deposit of 5% of Tender Amount per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of the Pay and Accounts Officer, Central Excise, Pune-I should be remitted on allotment of contract

The Commissioner Central Excise, Pune-I reserves the right to reject any or all the quotations without assigning any reason.

(MADHU MOHAN DAMODHAR)  
COMMISSIONER  
CENTRAL EXCISE, PUNE-I

Encl:-As above.

## Annexure-I

### **TERM AND CONDITIONS**

The duties of security guards will be as follows:-

1. To keep vigil of the entire ICE House, Complex and safeguard the properties, assets and other materials from theft, pilferage, destruction, sabotage and subversive activities by bad elements during the period of contract.
2. Services for security to be provided during the period of contract on round the clock all days on 8 hrs. shift basis.
3. Any untoward incident which is a threat to the security of ICE House Complex to be intimated to the Control room situated on ground floor in 'E' wing of ICE House, at the earliest.
4. The security personnel shall ensure that authorized persons / vehicles are permitted to enter/ exit the area covered under their security.
5. The agency should be registered under Maharashtra Private Security Guards Act 1981 and all the other Acts authorities. The personnel to be engaged for this purpose should have good antecedents.
6. The Security personals should be Ex-Servicemen subject to satisfying other requirements.
7. Keeping in view the Government policy to encourage ex-service men, ex-service men organisation the Security agencies run by service providers who engage ex-service men would be given preference.
8. Preference would be given to service providers who have experience in providing service to Govt. Institutions.
9. The security personnel to be provided preferably should be ex-servicemen in the age group of 22-45 years. They should have sound health and with no criminal background. It shall be the responsibility of the agency to cause Police verification of the personnel being provided to this office.
10. The Security guard is required to maintain a register in the format prescribed so as to ensure that all the persons other than the ICE House occupants are allowed entry only after entering particulars such as name , vehicle number, purpose, the person or the house they intend to go/ meet, etc.

11. The agency shall provide 12 security guards and following details of the security is to be provided by them in the below format.

a. Name of the guard

\_\_\_\_\_

b. Date of Birth

\_\_\_\_\_

c. Residential Address of guard

\_\_\_\_\_

d. Education Qualification

\_\_\_\_\_

e. Past experience if any

\_\_\_\_\_

Name & S.No. of documents

Showing proof of address (a copy of the document showing proof

of address in respect of all the security guards will be submitted by

the service provider.)

Antecedents

certificate

\_\_\_\_\_

f. Discharge certificate/ experience

Certificate for any kind of training  
in the use of arms

12. The agency shall deploy only those personnel whose antecedents have

been verified by the Police.

13. All the Security guards should be in proper uniform, which shall be provided by the agency. This office shall not provide any accommodation/ food/ uniform to the guards.

14. All the Security guards provided for security of ICE House complex should have at least passed HSC exam and should be able to converse in HINDI / ENGLISH.

15. The security personnel engaged by the agency to guard ICE House complex will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.

16. Subcontracts are not allowed to be made by the agency.

17. The security guards posted by the service provider will be provided temporary Identity cards by this office for carrying out the obligation under this contract. Such guards will be allowed entry in ICE House Complex only on presentation of identity card to the security supervisor. If the security guard (s) happens to withdraw from the duty of providing security under this contract, then the service provider shall return the identity card so issued to the issuing authorities.
18. The security guards will also attend to any other work as & when directed by the Central Excise, authorities by mutual arrangement / agreement.
19. The service provider will be responsible for any deficiency in service or loss of any goods / material / equipment available in the Complex, the service provider will be served with a notice quantifying the deficiency in service or loss of items & also affording him an opportunity to put forth his defense in writing or orally. After considering the defense put forth by service provider, the Commissioner of Central Excise, Pune-I will determine the amount payable by service provider which will be final & binding on him.
20. The service provider will be wholly and exclusively responsible for payment of salary to the security guards. They will also be responsible for compliance of all statutory obligations under minimum wages Act, Employees provident fund, ESI Act and this office will not be responsible for making any payment to the security Guards. They shall have take out the following insurance policies to cover all the risk and keep them valid till the successful completion of the contract.
  - a. Workman's compensation. ESIC.
  - b. Risk / liability of the 3<sup>rd</sup> party.
21. Twelve (12) security guards will be deployed in the following manner.
  - a. Main gate (Opp Wadia College) - one guard round the clock on 8 hrs. Shift basis & in addition one guard from 10.00 am to 6.00 pm.
  - b. Ruby Hall side gate - one guard round the clock on 8 hrs. Shift basis & in addition one guard from 10.00 pm to 6.00 am.
  - c. One guard from 10.00 pm to 6.00 am at gate between office complex and colony.
  - d. 3 guards in night from 10.00 pm to 6.00 am for patrolling in ICE House, complex.

**ANNEXURE-II**  
**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1. Name of the Registered Firm / Company :-
2. Address of the Firm / Company  
(With Tel. No. , Fax no. and E-mail) :-
3. Status of ownership  
Proprietary / Partnership/ Company :-
4. Name & Address of the Proprietor/  
Partners/ Director with mobile numbers :-
5. Contact Person (s) ( with mobile number) :-
6. Licence No. obtained from controlling  
authority under section 7 (5) of  
"the Private Security Agencies (Regulation )  
Act , 2005" (attach photocopy of licence) :-
7. List of present clientele along with proof of  
Job order certificate. :-
8. PAN No. of the firm as allocated by the  
Income Tax Department :-
9. Service Tax registration No. :-  
(attach photocopy)
10. Details of registration with E.S.I &  
Provident Fund :-
11. Annual turnover for 3 years :-  
(attach Balance sheets)

12. Whether the Service provider is  
Ex-Service man or an organisation  
of ex-service men. :-
13. Whether all the Security guards employed  
by the Service provider are fully ex-service  
men, or a combination of ex-servicemen  
and private persons or fully private persons :-
14. Whether Security provider has experience  
of providing security to Govt . Institution,  
if so, details thereof :-

### **DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our/knowledge. I understand that in case any deviation is found in the above statement at any stage; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorised Signatory with date.)

**ANNEXURE-III**  
**FINANCIAL BID DOCUMENT**

1. Name of the Registered Firm / Company :-
2. Address of the Firm / Company  
(With Tel. No. , Fax no. and E-mail) :-

Sr.No.	Particulars	Ex-Servicemen Security guard	Gunman	Security Guard (Skilled Supervisor)
1	Monthly salary			
	Wages (including PF, ESI, Taxes, duties, Levies etc.)			
2	Service Charges			
3	No. of persons			
4	Net payment to contractor			
Total Monthly charges for Security Services: - Rupees -----				

(The table above is indicative. The contractor may add more columns and rows to the table to make additions to cover all statutory liabilities.)

NOTE :- All the charges statutory or otherwise borne should be given separately.

Signature of Authorised Signatory with date

Name & full address :-

Telephone No. :-

Office :-

Residential :-